

[Insert Community Name]

Town Meeting

[Insert Date]

[Insert Location]

[Insert Time]

Sample Agenda

Facilitator: [Insert Name] Speaker(s): [List Names]

| Item | Presenter |
|---|-----------|
| <input type="checkbox"/> Introduction of facilitator and speaker(s) | |
| <input type="checkbox"/> Introduction of distinguished guest(s) | |
| <input type="checkbox"/> Sign-up sheet | |
| <input type="checkbox"/> Purpose of meeting | |
| <input type="checkbox"/> Protocol | |
| <input type="checkbox"/> Introduction of point(s) of contact | |
| <input type="checkbox"/> Location and hours of project office | |
| <input type="checkbox"/> Presentations | |
| <input type="checkbox"/> Review of property acquisition process | |
| <input type="checkbox"/> Detailed discussion of duplication of benefits | |
| <input type="checkbox"/> Additional homeowner relocation assistance, if community is offering it | |
| <input type="checkbox"/> Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) relocation assistance for tenants | |
| <input type="checkbox"/> Assistance for mobile-home owners and tenants | |
| <input type="checkbox"/> Question & answer period/open discussion | |
| <input type="checkbox"/> Questionnaire | |
| <input type="checkbox"/> Conclusion | |

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